

The Albuquerque Press Club

201 HIGHLAND PARK CIRCLE SE
ALBUQUERQUE, NM 87102

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ABQPRESSCLUB.COM

February 10, 2020 @ 7:00pm

Regular Meeting - Call to Order at 7:04pm

Members Present: Laura Dunagan, Maynard Cowan, Luc Moulson, Sarah Blanton, Adam Gates, Ken Hargis, Lynn Embick, David Hayden. Late arrival at 9pm, William Fitzpatrick. Excused absent, Justin Cumley.

Reading and Approval of Minutes

- Ken motioned to approve minutes as edited for typo, Sarah seconds. Motion carries unanimously.

Officers' Reports

- President—Laura Dunagan
 - Weed case has been officially dropped by the city. Laura will reach out to the city looking into the original 1983 agreement regarding who is responsible for the front of our lawn that is technically city property and part of the park. There was an agreement from 1983 that stated that the APC is responsible for maintenance of this portion of the lawn. Laura wants to know what the city parks department expected when they renovated the parking lot and disconnected the water. The city has trash cans on the hill but they don't water it or maintain the weeds. Because of this, two of the trees on the city portion of the lawn are dead. Laura may reach out to a Club Member to see if he knows who we should talk to with the city. Adam will ask the original citation giver to see if he knows where to go. Maynard will reach out to Issac Benton to see if he can do anything.
 - First Meeting of WHPF. Every year Laura is allowed to appoint people to the board, but there must be twice as many people on the board voluntarily. Laura needs to read the bylaws to clarify that. Even though Lynn and David are volunteers they count as appointments. Pablo is now on the WHPF and has talked to the architecture building about the terracing and is very interested in what we would like done. We will pursue going forward with projects at the design school. An engineer will still need to be employed.
- Vice President—Justin Cumley Absent, no report
- Treasurer—Maynard Cowan
 - Gross profit- Everything is up. We have never seen a January this good. Beer sales up 81%, liquor is 81.46% higher. This has a lot to do with the excellent menu and the great bartenders. Comps and spills down by 53%. Club membership up 162%. In one month we paid for our liquor license for the year. Apartment income is up because we have both apartments rented.
 - Expenses- Uncategorized should be to credit card fees, this will be corrected. Gross receipt difference from YOY is because of two months paid at the same time this month last year. Bar supplies reduced 54%. The system is working and our buying is saving us money. All utilities are where expected, Dues and subscriptions is higher because we use 3 programs to manage the program bar, however, labor is lower in balance. Equipment exactly where

expected. Liability Insurance was negotiated down, Janitorial higher than normal. Professional fees are a lot higher because our accountant sent us 6 month of bills and we paid them all in January. We request that she invoices us monthly or quarterly, but she bills us when she has the time. It is hard to set money aside every month because there is a lot of variation in how much work she is doing every month. There is a lot of leg work to do on reconciliation. We can accrue the 97.09 each month. The monthly PNL doesn't always look so good but annually it all evens out. Cancelled Logo contest cost \$98.68. Extensions could only go 5 days so we decided to postpone until a proper request could be written. We ate the money because we want to make sure the logo is good. Repairs \$250 was for hiring people to clean the weeds from the city complaint. Special events is Karaoke etc. Things for members to enjoy themselves. Telephone is where expected, but this is for two months. It was billed very late in the cycle so it went into the January PNL. Provider is comcast. Covers telephone and internet Shaun will harass Comcast for new promos.

Break at 7:55pm, Called back to order at 8:08pm

- Secretary—Luc Moulson Nothing is report
 - Laura and I will get together this weekend to update the sec state website
- Manager's Report and Discussion Points
 - We had two large hosted events. The Prohibition party was amazing. Everyone loved it and it will be an annual event. David would like add that it could start earlier especially with the poker tournament. Laura suggested it could be more organized regarding tickets and party events, planning who is doing what and contingencies for if people don't show up. Who is on call. The Superbowl party was not as successful but we are competing with every dickhead with a house party. Revenue was around 1,000. Catering was for free because of screw up for AGM. Also event just disappeared off of Facebook. We need to advertise at least 3 months out so we can build it up. Maybe 2 months this year. 3 weeks is the average right now.
 - Movie shot here. We got substantially more money than we thought because of a scheduling inconvenience.
 - Has questions regarding house rules and interpretations of bylaws. One of our members is friends with someone who works for NM ABC. We would like to set up a meeting with him to ask what we can do and what we can't do regarding advertising and use of the clubhouse. How do house rules interact with nm state liquor laws. House rules are stronger than law to keep us safe. The interpretation may change. Laura will be setting up a meeting with NM Liquor License fellow.
 - Shaun would like to know whether or not we allow people to charge their guests prior to participation in parties. Do we allow that, and how do we want to do that going forward. We have allowed people benefiting a charity to charge and we may have two events per year. Maynard thinks you can only do at the door charge when it benefits a charity, what people do off site is their business. If people sell tickets in advance, and someone shows up without a ticket what happens. Do we have a guest list. What are the definitions? We need to stipulate they can't charge at the door. They can keep doing the online charging thing. It is the host's responsibility to decide whether it is free, buy online, or send them away. Large events will need to provide a guest list.
 - Are people allowed to sign in under the event's name? If it is a band yes they can. If it is an individual's event then they must sign in under the person hosting the event. If we are sponsoring an event the guest needs to sign in under who their member is. Should events have sign in sheets? Shaun and Laura will clarify event and (artist agreement - opening is technically an event) paperwork and present this next month.
 - Veronica' training is going great.

- Leak in the bar- warp caused in the bar was fixed by David. The bar needs to be refinished, but this would mean we would need to be closed for a couple days. Shaun suggested picking a tuesday, wednesday, thursday with all hands on deck to refinish the bar. Maynard points out that the leak did not necessarily cause that issue. Laura suggested this is not an emergency need. We may need to do something about this eventually, but things like the bathroom need to be done first. Shaun wants us to recognize that is our major source of revenue. Laura would like to see a plan for the whole bar including the shelves, fridge, sinks, eashing ituation. Rather than doing thing piece meal because it avoid problems wasting money.
- Quotes for the Downstairs restrooms- Quite a lot of variation in the quotes, 5 people came out 3 quotes. Shaun would like to form a committee to make the decision on what we want design wise. Of the bids, Seidel wants to close for 2 weeks, AIC wants to close for a month, the last one will take two weeks per bathroom. Seidel can start this month but approval of design by the board will delay things. Seidel would need a signed contract, deposit, and then put it on the schedule. So it things more likely need to be done next month. Siedel has done work for apartment communities which is how Adam knows about it and hears positive things. Maynard thinks the manager and grounds and maintenance should decide what will do design wise. Shaun doesn't want to be the only person involved. Adam agrees it should be a small group. We need to pull the trigger. Seidel has an inhouse designer which comes with this bid. Laura suggests we probably want neutral colors and nothing gaudy. Shaun wants it to be cohesive with the building. Luc nominates David and Shaun to be the designers, seconded by Justin. All in favor, motion carries. Adam proposes Seidel for the contract, Luc seconds. Discussion follows. Lynn has questions about the detail of the bids. AIC has a dumpster, but David does not believe that it will take more than their onsite trailer and truck. AIC talks about reinstalling smoke detectors and ceiling repair, but seidel does not have anything. Seidel and Shaun were interested in having some exposed plumbing if it looks cool. If it looks bad. Seidels quote is a maximum if sheetrock is needed. Price may actually go down. David is concerned about the toilet in the north bathroom. The plumbing may be difficult and may go up, but it won't go up more than under 1,000. Shaun is concerned about sealing off the bathroom for two weeks. Shaun wonders about a portapotty. Shaun may look into it. Doors can be closed. We can make both bathrooms non-gendered. AIC job site supervision and clean up. It is a profit grab. Seidel under bids. The quality is high but seidel is not good at bidding. Clients come back year after year and they have to turn away business. Vote, all in favor 1 recusal. Motion carries.

Five minute break 8:39pm, called back to order 8:44pm

- Cleanliness of the Club Laura brought up that there are complaints. Lots of dust, dead bugs, no deep cleaning, etc. Maynard brought up that having a family member in the position makes it harder to critique work. Shaun asked if he should get quotes. Laura brought up that it is perhaps not only an Operations decision since the Operations Manual/Constitution states that the Board "runs the club through the GM". Shaun will get three by the next meeting, Action item. Maynard mentioned that JaniKing had given quotes in the past and can ask for updated amounts. Shaun does not want to bring in someone who will charge us an exorbitant amount. David brought up that having a third party is harder to hold accountable. Adam started to ask questions about how often cleaning would be done etc. Laura pointed out that further conversation should wait until quote review. Will motions that we get quotes on cleaning, Sarah seconds. Action item - 3 quotes.
- Communication with members - Laura reminded Shaun that he should work on improving communication with members, ie, giving info before hand,

etc. Discussed training on using Memberplanet to send emails and texts. Be sure to ask someone to proof-read.

- Committee Reports
 - Art - Mukul Gadde not present so Laura reported for him that he has most of the year booked already. Reminded Justin to work on Artist Checklist and upload to the drive.
 - Buildings and Grounds - David Hayden - Nothing to report
 - Web & Media - Ken Hargis Everyone has had time to look at new website. Asks permission to go live this week. Current website bits are broken. All agree that it should go live. Maynard motions to launch the site asap. Seconded by Sarah. Ken fixed the formatting of the documents on the new site. Laura will get emails of WHPF board members for Ken ASAP - Action Item
 - Membership - Laura Dunagan - New Members higher than usual. 27 applicants. 26 approved. Also 11 renewals, two renewals need Board approval. One member should maybe not be approved because he has been banned from several bars downtown, has lied to bartenders several times about his dog being a service animal and being a member, and was physically removed from the bar when he came in, claimed to be a member and then would not leave. (reported by Shaun). David said he was there and physically removed the person from the club. David motions to reject problematic applicant, seconded by Sarah. All vote in favor. Laura continued the report, answered questions regarding other applicants qualifications. Asks for motion to approve all other members, with the stipulation that one questionable one's classification would be amended if necessary. Motioned by Ken, Seconded by Many. All in favor. David motions to approve 3 lapsed renewals, seconded by Sarah, all in favor. Total members as of today is 336, 15 might lapse at the end of month.
 - Social/Events- Pig Day March 7th Laura will be mapping out volunteer needs/jobs over the next few weeks. She will send to board and membership. Hopes that everyone can help out. Tshirt is still pending, and will be finalized soon.
 - Newsletter - This is Veronica's baby, Lynn is still interested in helping.
- Unfinished Business
 - Personal Affidavits and Fingerprints Laura stated that she needs these by weekend as they should have been submitted in January. We were fined for not turning in paperwork to state on time last year. Action item Lynn, Luc, Will.
 - Logo contest description Justin has not done it yet because he has questions. Laura asked him to create a document with a few basic sentences on drive, asks all board members to review over next week(?) and contribute/question, etc. Action Item
 - Laura will review artist check list Justin created for Mukul soon. Action item.
- New Business
- Adjourn - Motioned by Ken, seconded by Will at 9:42pm